



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Treasury Program Manager I
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4746- \$5726

Under the general direction of the Assistant Manager of the Interim Finance Section (IFS), the incumbent functions as the technical expert on bond programs and is assigned highly complex assignments and policy analyses related to the IFS Section's work with bond funded programs.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Develops policies and procedures for commercial paper program and support of general obligation bond sales by functioning as IFS's technical specialist on tax related issues; coordinating and taking the lead in the development of policies and procedures with the State Controller's Office, Department of Finance, Attorney General's Office, and outside bond counsel; providing instructions and consultation to bond programs. This includes working closely with those programs most impacted by the tax laws including the Office of Local Assistance, State Water Resources Control Board and the Department of Parks and Recreation.
- Determines what bond acts and amounts are appropriate to be included in general obligation bond sales by analyzing monthly expenditure statements from programs with PMIA and commercial paper loans; working with accounting and program staff from bond-funded agencies to insure the integrity of their expenditure certification process; providing consultation to accounting and program staff of bond funded agencies in developing accounting and certification systems; working with State Controller's Office staff to develop appropriate systems to reflect bond related transactions as well as provide instructions on complex loan or sales transactions.
- Determines the need for the Finance Committees to adopt new or amended resolutions authorizing general obligation bond sales.
- Ensures certain legal and other documents pertaining to general obligation bond sales are correctly drafted and executed by discussing with bond counsel and the Attorney General's Office the impact of changes in law or policy on the drafting of documents including finance committee resolutions and no arbitrage certificates; reviewing legal documents for completeness and accuracy; providing appropriate bond program information to bond counsel so that they may draft no-arbitrage certificates; contacting executive staff of the bond-funded programs to ensure that no-arbitrage certificates are completed in an accurate and timely manner; assisting other IFS staff to prepare bond sale related documents including finance committee resolutions and Remittance Advice's (RA's.)
- Coordinates the review and analysis on all general obligation bond related legislation by analyzing the majority of general obligation bond related legislation; assisting bond funded programs in preparing loan documents; coordinating the review of loan documents, including cash flows for completeness and accuracy; briefing the Director of Public Finance Division regarding finance committee meetings.
- Functions as Manager, Interim Financing section in his/her absence, along with the TPM I responsible for the lease-revenue bond program.

DESIRABLE QUALIFICATIONS:

- Strong financial skills in accounting and auditing.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to accept multiple assignments and meet critical deadlines.
- Ability to quickly acquire technical knowledge.
- Computer skills, (Microsoft Word, Excel, Access or similar IBM compatible applications.)

CONDITIONS OF EMPLOYMENT:

Fingerprinting and background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer (i.e., Staff Services Manager I) or have employment list eligibility as a Treasury Program Manager I may apply.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (i.e., list eligibility and score, SROA, surplus employee, reinstatement, etc.). Also, list the number "820-515-4221-004" next to the classification on your application/resume, i.e., (TPM I 820-515-4221-004). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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